

Hurricane Harvey Operations - Response Personnel Check-in Process Checklist

Revised: 9/1/17

Contact/deployment information		
	Name:	
	Contact # during deployment:	
	Emergency Contact Info:	
	Position/Assignment:	
	Arrival Date:	
	Departure Date:	
	POC at Command Post:	
	Fill out all forms:	
General Check-in		
Upon Arrival	<input type="checkbox"/>	General. <u>All</u> persons arriving to work either in the USEPA Region 6 Regional Response Center or in some other capacity with the Region or Incident Command for the ongoing emergency response shall check-in with the Check-in Recorders at the Regional Emergency Operations Center or other specified check-in point
	<input type="checkbox"/>	ICS 211. Each person working under the Region or Incident Command shall be accounted for and tracked as an individual or team. All persons will complete the necessary information on the ICS 211.
	<input type="checkbox"/>	Response Asset Tracking. Each person or Team Leader will complete an applicable T-Card or make sure information is added to the response resource tracking tool and/or operational foot print

	<input type="checkbox"/>	<u>Local Information Package.</u> People not familiar with the area shall receive information on area hotels, restaurants, laundry services, etc. – Information currently on Quick Place website for Edison. May not be available for some response sites
	<input type="checkbox"/>	<u>Logistics.</u> The Logistics staff shall ensure that lodging and other needs are addressed
	<input type="checkbox"/>	<u>Procurement Procedures.</u> Review procurement procedures and the process for obtaining supplies, services, contract support, use of purchase card, etc.
	<input type="checkbox"/>	<u>Complete Contracts training.</u> Completed required contracts training
Security		
Security Badges, Passes, Area Command Identification, and Clearance	<input type="checkbox"/>	<u>Agency/Organization Identification.</u> All people will display their agency or organization ID at all times
	<input type="checkbox"/>	<u>Travel Access/ID Issues.</u> Ensure responder has proper identification for travel needs, if applicable.
	<input type="checkbox"/>	<u>Access Passes.</u> Access passes will be issued to those persons needing access to entry control areas (i.e., the Edison grounds/facility, buildings, etc.)
Work Assignment and Work Cycle		
Work Assignment	<input type="checkbox"/>	<u>Work Assignment.</u> Each person shall be told where they will work within the response organization
	<input type="checkbox"/>	<u>Experience, Training, and Skill Sets.</u> The Region shall ensure that the person has the skills and ability to perform the function assigned.
	<input type="checkbox"/>	<u>Work Cycle.</u> The person will be briefed on: <ul style="list-style-type: none"> Length of expected involvement with the response Work day or watch schedule
	<input type="checkbox"/>	<u>Timekeeping.</u> <ul style="list-style-type: none"> Each person will be responsible for inputting their hours worked in People Plus. The ICS 211 form will be reviewed and approved by Supervisors daily. The REOC will work with your admin staff to insure that you are on an 8 hour work day schedule and off any compressed schedules prior to deployment or upon the first new pay period of your mobilization.

	<input type="checkbox"/>	<u>Relief Overlap.</u> Where possible people arriving at the response and relieving on-site workers will be provided an overlap period to provide some familiarity with their job prior to the demobilization of their predecessor.
Health and Safety / Medical / Critical Incident Stress Management (CISM)		
Health and Safety Plan, Medical, and CISM Issues	<input type="checkbox"/>	<u>Health and Safety Plan.</u> Each person shall review the Health and Safety Plan
	<input type="checkbox"/>	<u>Health and Safety Brief.</u> Each person shall receive a health and safety brief
	<input type="checkbox"/>	<u>Medical Issues.</u> Do you want to voluntarily declare any allergy or medical conditions? (Asthma, diabetes, allergies, etc)
	<input type="checkbox"/>	<u>Critical Incident Stress Management Program (CISM).</u> CISM services will be explained to responders
Equipment Assignment and Transportation		
Equipment Assignment	<input type="checkbox"/>	<u>Expendable Equipment.</u> Expendable equipment shall be issued through the Logistics Section. Equipment will be identified as expendable with no expectation of return upon demobilization
	<input type="checkbox"/>	<u>Non-Expendable Equipment.</u> Non-expendable equipment shall be issued through the Logistics Section. Equipment will be identified as non-expendable. Checkout lists shall be completed and process for return or transferred discussed. People shall not be allowed to fully demobilize without returning non-expendable property.
Transportation	<input type="checkbox"/>	<u>Vehicles.</u> The Region will provide a government vehicle or the traveler will be asked to rent the appropriate vehicle for their mission.
Operational Briefing		
Operations Briefing	<input type="checkbox"/>	All assigned people shall receive a general Operational Briefing before deploying to assignment.

**** This completed form should be returned to Logistics****

Name_____

Signature_____ **Date**_____